

**Statement of Work
Workshop Meeting Services
Meeting I – Atlanta, GA.
Meeting II – Chicago, IL.
RFQ#2009-Q-73194**

Periodontal Disease Surveillance Workgroup Meeting I- Atlanta, GA

Section I: General Information

a. Workshop Title: Periodontal Disease Surveillance Workgroup Meeting I

b. Purpose of Workshop: This workgroup was first convened in April 2003, to address the feasibility of developing self-report measures for periodontal disease and evaluate the current examination protocol used in NHANES for the periodontal examination. Since this time the workgroup has workgroup on a number projects related to this project, including special supplements, pilots using NHANES Mobile Examination Centers, and symposia. This meeting will serve to present the findings from the pilot of the self-report questions and full mouth periodontal examination using NHANES.

c. Benefit of Workshop to CDC: The benefit to CDC will include use of these questions, not only in NHANES but the BRFSS survey. CDC/DOH serves as the lead on surveillance issues related to oral health.

WORKSHOP IMPLEMENTATION

Govt – Government

Kr.- Contractor

d. Workshop Location: Periodontal Disease Surveillance Workgroup Meeting I

Location: Atlanta, GA – CDC Edward R. Roybal Main Campus -Tom Harkin Global Communication Center.

e. Hotel: Offerors submit hotel selection in proposal. Hotel must be within 15 miles of the main campus and must be a smoke free hotel in accordance with CDC Smoke-Free Policy (Reference: CDC-GA 2007-04 Dated 10/01/07).

f. Workshop Dates: October 6-9, 2009

g. Number of Participants:

Number of Sponsored Participants Planning Meeting: 9

Number of Non-Sponsored Participants Planning Meeting: 2

(Note: In determining the all travel related expenses use \$1400 per participant).

h. Room Arrangements- Contractor provided:

Type of Room	Quantity	#Days	Times	Comments
Breakout Room	1	10/7/09 10/8/09	8:00 – 4:30 p.m. 8:00 – 4:30 p.m.	
Sleeping Rooms	11	October 6-9, 2009		3 nights – 10/6, 10/7,10/8

i. Mailing list Services Government provided:

Provided by	Yes	No	Format	Comments
The Government	x			Upon award Government will provide to Contractor

j. Advance Registration Services provided by the Government and Contractor:

	Govt.	Kr.	Comments
Non-sponsored participants will register/RSVP for the conference through:Government	x		Government
Sponsored participants will register/RSVP for the conference through: Contractor		x	Contractor

k. Advance Materials to be distributed by Contractor prior to meeting:

Item	Govt. provided	Kr. Provided	Comments
Letters of Invitation	xx		Upon award Government will provide to Contractor
Workshop Announcements	xx		Upon award Government will provide to Contractor
Registration Information	xx		Upon award Government will provide to Contractor

1. Equipment Government is to provide on-site:

Item	Plenary Room	Breakout Rooms	Estimated Quantity
Screen		x	Government provided
LCD Projector		x	Government provided

Periodontal Disease Surveillance Workgroup Meeting II –Chicago, IL.

General Information:

a. Workshop Title: Periodontal Disease Surveillance Workgroup Meeting II

b. Purpose of Workshop: This workgroup was first convened in April 2003, to address the feasibility of developing self-report measures for periodontal disease and evaluate the current examination protocol used in NHANES for the periodontal examination. Since this time the workgroup has workgroup on a number projects related to this project, including special supplements, pilots using NHANES Mobile Examination Centers, and symposia. This meeting will serve to present the findings from the pilot of the self-report questions and full mouth periodontal examination using NHANES.

c. Benefit of Workshop to CDC: The benefit to CDC will include use of these questions, not only in NHANES but the BRFSS survey. CDC/DOH serves as the lead on surveillance issues related to oral health.

WORKSHOP IMPLEMENTATION

Govt – Government

Kr.- Contractor

d. Location: Downtown-Chicago, IL.

Workshop Location: Offeror hotel selection meeting facilities.

e. Hotel: Downtown- Chicago, IL. Offerors submit hotel selection in proposal must be a smoke free hotel in accordance with CDC Smoke-Free Policy (Reference: CDC-GA 2007-04 Dated 10/01/07).

f. Number of Participants:

Number of Sponsored Participants Planning Meeting: 9

Number of Non-Sponsored Participants Planning Meeting: 2

g. Workshop Dates: February 10-13, 2010.

(Note: In determining the all travel related expenses use \$1400 per participant).

h. Room Arrangements- Contractor provided:

Type of Room	Quantity	#Days	Times	Comments
Breakout Room	1	2/11/2010 2/12/2010	8:00 – 4:30 p.m. 8:00 – 12:00 p.m.	
Sleeping Rooms	11	February 10-12, 2010		3 nights – 2/10, 2/11 & 12/12

i. Mailing list Services Government provided:

Provided by	Yes	No	Comments
The Government	x		Upon award Government will provide to Contractor

j. Advance Registration Services provided by the Government and Contractor:

	Govt.	Kr.	Comments
Non-sponsored participants will register/RSVP for the conference through: Government	x		Government
Sponsored participants will register/RSVP for the conference through: Contractor		x	Contractor

k. Advance Materials to be distributed by Contractor prior to meeting:

Item	Govt. provided	Kr. Provided	Comments
Letters of Invitation	xx		Upon award Government will provide to Contractor
Workshop Announcements	xx		Upon award Government will provide to Contractor
Registration Information	xx		Upon award Government will provide to Contractor

l. Equipment Contractor is to provide on-site:

Item	Plenary Room	Breakout Rooms	Other (specify)	Estimated Quantity
Screen		X		1
LCD Projector		x		1